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THE WHITE HOUSE
WASHINGTON

May 14, 1973

MEMORANDUM FOR: MEMBERS OF THE INTERAGENCY
CLASSIFICATION REVIEW COMMITTEE

FROM: RICHARD C. TUFARO

SUBJECT: EXAMPLES OF DEPARTMENTAL
INITIATIVES IN DEALING WITH
CLASSIFICATION ABUSES

Enclosed are several items which may be of interest in developing departmental policies and procedures for dealing with classification abuses as defined in our Quarterly Report. These items include:

1. A form warning notice utilized by the United States Information Agency.
2. A copy of a portion of the Minutes of the AID Security Information Committee Meeting on December 6, 1972 with an indication of the sanctions applied against classifiers for classification abuses.

Some departments and agencies have taken very positive steps to ensure that all employees and, in particular, all classifiers are advised of possible sanctions for classification abuses. In addition, routine procedures for administering letters of caution or warning notices are utilized to expedite departmental action and to ensure fair treatment to all employees.

Classification Abuse

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